

**City of San Antonio
Office of Environmental Policy Department**

**Request for Qualifications
Community-Based Organization(s) to Conduct Residential Energy Efficiency Outreach
(RFQ 11-042)**

**Pre-Submittal Conference Agenda
Office of Environmental Policy Department
Riverview Towers, 111 Soledad, 11th Floor Purchasing & General Services, San Antonio,
Texas 78205
March 25, 2011
9:30 a.m., Local Time**

PLEASE HOLD ALL QUESTIONS UNTIL THE END OF THE PRE-SUBMITTAL CONFERENCE

- I. Welcome and Introductions**
- II. Overview of Background and Scope of Services**
- III. Term of Contract**
- IV. Review of Responses to Questions Submitted in Advance, if any**
- V. Overview of RFQ Process:**
 - A. RFQ Requirements**
 - B. Submission Instructions**
 - C. Communication Restrictions**
 - D. Evaluation Criteria**
- VI. Key Points:**

A. Restrictions on Communications

Please refer to RFQ Section XII – Restrictions on Communication for contact information and protocol.

Deadline for Written Questions: Deadline is 4:00 p.m. Central Time on Thursday, April 21, 2011

B. Proposal Submission:

Proposals may be hand delivered to:

City Clerk's Office, 2nd Floor of City Hall at 100 Military Plaza (SW corner of Commerce and Flores – see map on reverse side of this agenda)

Proposal may be mailed to the Mailing Address:

City Clerk's Office, Attn: Office of Environmental Policy
P. O. Box 839966
San Antonio, Texas 78283-3966

*** Deadline for proposal submission will be no later than 2:00pm, Local Time on April 29, 2011. Any proposal or modification received after this time will not be accepted.**

Security measure information for City Hall:

Visitors to City Hall are required to enter through the east side of the building. The public will pass through a metal detector and x-ray machine located in the lobby. All packages, purses and carried items will be scanned during regular business hours of 7 a.m. to 7 p.m. After the public proceeds through the metal detector, they will sign in and receive a visitor's badge. For those that might require the use of a ramp, entry is available on the south side of the building (Dolorosa side). Security will meet the visitor in the basement with a hand scanner.

Respondents are advised that this is one of several forthcoming measures to increase security of City Hall. Please anticipate these changes and allow ample time for delivery of proposals.

The City is **NOT** responsible for late delivery of proposals.

C. Further Information:

1. Review Website <http://www.sanantonio.gov/rfp listings/> for:
 - Summary of Questions/Responses asked/given at this meeting and a list of Attendees
 - Amendments to the RFQ (in accordance with RFQ Section X), if any
 - Responses to Final Questions, if any
2. Point of Contact concerning questions (outside of this meeting) for this RFQ must be submitted in writing to:

Debra Stevens, Contract Coordinator
City of San Antonio, Purchasing & General Services
Email: debra.stevens@sanantonio.gov or fax to (210) 207-7814

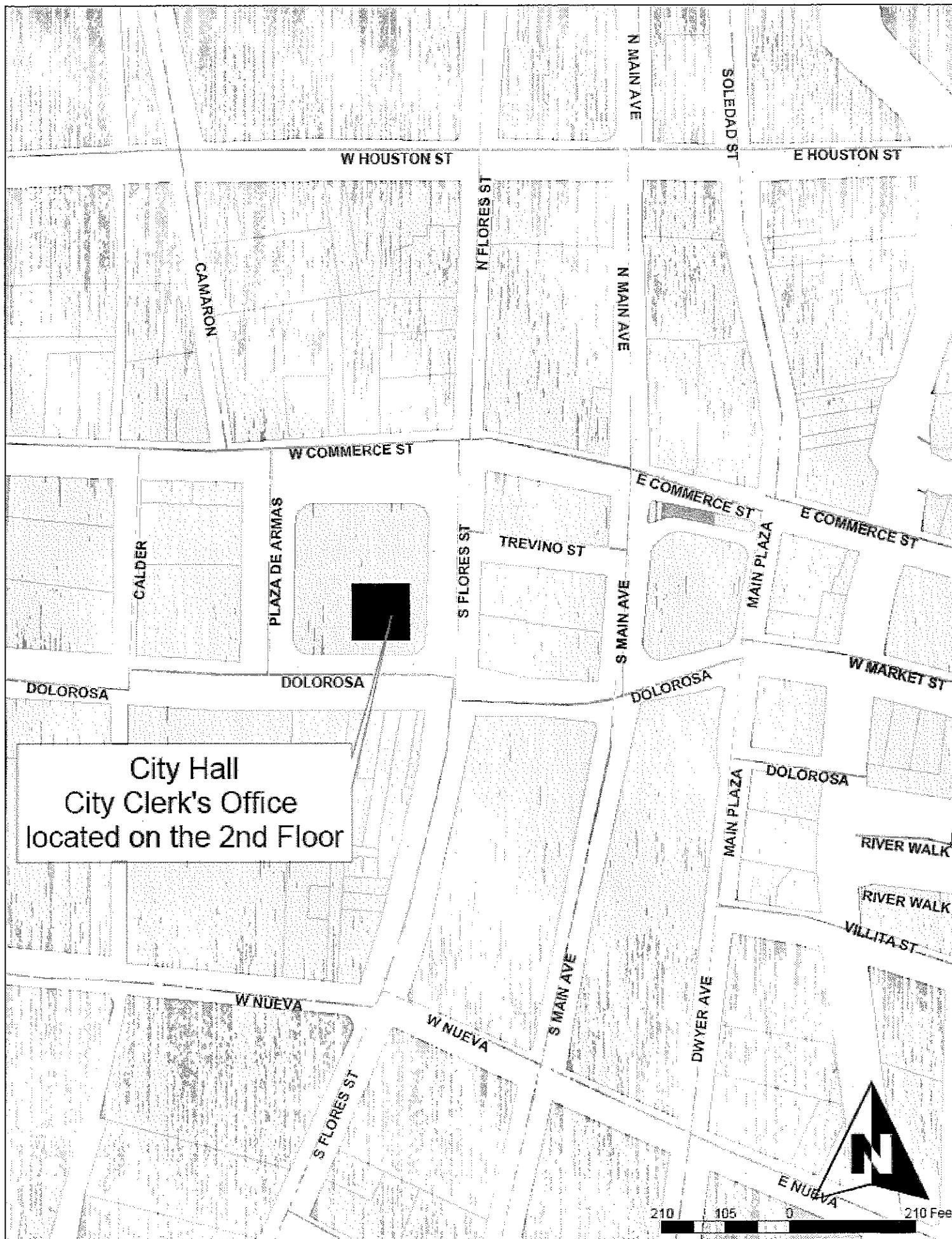
3. Point of Contact for assistance or clarification specifically related to the SBEDA Provisions or Subcontractor/Supplier Utilization Plan; also to obtain a copy of the meeting attendees list:

Marissa Newman
City of San Antonio, Small Business Office of the International
and Economic Development Department
Email: marissa.newman@sanantonio.gov or phone
to (210) 207-3962

VIII. Questions

IX. Adjourn

Note: Changes to the RFQ and responses to questions may be posted to the City of San Antonio's Website, <http://epay.sanantonio.gov/RFPListings/>. It is Respondent's responsibility to review this site and ascertain whether amendments or revisions have been made prior to submission of a proposal. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in RFQ. Changes, if any, to the Request for Proposals shall be made in writing only.



City Hall
City Clerk's Office
located on the 2nd Floor